



EMPLOYMENT OPPORTUNITY

1. RPA #	10359-OHR
ANALYST'S INITIALS	SM
DATE	08/07/2015

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Staff Services Manager I	POSITION NUMBER 306-271-4800-004	TENURE Permanent	TIME BASE Full Time	CBID S01
OFFICE OF Human Resources	LOCATION OF POSITION (CITY or COUNTY) West Sacramento			MONTHLY SALARY \$5,311 - \$6,598
SEND APPLICATION TO: Office of Human Resources 707 3rd Street, Suite 7-130 West Sacramento, CA 95605 Attn: Chue Yang	REPORTING LOCATION OF POSITION 707 Third Street 7th Floor, West Sacramento 95605			
	SHIFT AND WORKING HOURS Days – 8:00 am to 5:00 pm			
	WORKING DAYS, SCHEDULED DAYS OFF Monday through Friday, DAYS OFF: Sat/Sun			
	PUBLIC PHONE NUMBER (916) 376-5495	PUBLIC PHONE NUMBER		
	SUPERVISED BY AND CLASS TITLE Staff Services Manager II			FILE BY 08/17/2015

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

ESSENTIAL FUNCTIONS OVERVIEW

Under the general direction of the Staff Services Manager II, the incumbent manages analytical staff within the Classification and Pay Unit and provides personnel services to the Department of General Services and numerous boards and commissions. The incumbent will provide training and guidance to staff on all aspects of Classification and Pay related work which includes the review and analysis of position allocations and appropriate organizational structures; State hiring processes to ensure legal appointments are made; and provide oversight of the review, approval or denial of requests submitted by DGS Offices and client Boards and Commissions for personnel actions such as requests for Hiring Above Minimum (HAM), Red Circle Rates, Alternate Range Determinations, Pay Differentials, Out-of-Class (OOC) requests, Training and Development (T&D) requests, and Temporary Authorization (TAU) Appointments using the appropriate laws and rules, guidelines and DGS policies and procedures.

For a complete Duty Statement, please click: [SSM I Duty Statement](#)

DESIRABLE QUALIFICATIONS

- Extensive knowledge of current Personnel policies, practices, trends, and strategic plans.
- Experience developing and implementing HR policies and practices statewide.
- Experience supervising or managing the full range of human resources functions, especially classification and pay, personnel transactions, and examinations.
- Experience working with both departmental and office teams resolving various personnel-related issues.
- Experience handling multiple courses of action simultaneously.
- Experience working with control agencies to resolve sensitive issues.
- Experience directing and motivating teams.
- Ability to express ideas and information in written form clearly, accurately, and in an organized manner.

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SPECIAL PERSONAL CHARACTERISTICS

- Ability to act independently, be open-minded and flexible to other ideas and solutions, and be tactful.
- Ability to express ideas and facts orally in a clear and understandable manner.
- Ability to make decisions that consider relevant facts and information, potential risks and benefits, and short and long-term consequences or alternatives.
- Ability to anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using innovative and creative approaches.

INTERPERSONAL SKILLS

- Ability to motivate; work cooperatively with all levels in the organization; gain, as well as give, confidence and trust of others.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Business dress in accordance to office environment.
- Select, access, and use necessary information, data, and communications-related technologies, such as personal computer applications, telecommunications equipment, Internet, voice mail, email, etc.
- Work well in stressful situations.
- Meet critical deadlines.
- Multi-task with changing priorities.
- Solve problems by selecting and applying appropriate methods such as quantitative reasoning.

SELECTION CRITERIA

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered.
- Applications will be evaluated based on eligibility and desirable qualifications.
- Only the most qualified will be interviewed.

NOTE: All applicants must meet the minimum qualifications for the classification in order to be eligible for appointment or transfer to the position. Your application must clearly demonstrate how your experience meets those qualifications. To view the minimum qualifications listed in the Class Specification, click below:

[SSM I Minimum Qualifications](#)

HOW TO APPLY

If interested, please submit a completed standard State application (Std. 678) and any other relevant documents (cover letter, resume, copy of diploma etc.) to the address listed above.

In the “Examination or Job Title” section include “RPA 10359” and indicate the basis of your eligibility (list eligible, etc).

Emailed applications will not be accepted. Do not include page 5 of the application.